



Title: ASSOCIATE RESOURCES ANALYST

Salary Code: 20
Effective Date: 03/08/16
FLSA Designation: Nonexempt

GENERAL DESCRIPTION

Under direction, performs a variety of skilled technical engineering work. Depending upon assignment, individuals in this class provide estimates of water supply; coordinate, support, and assist in the development of the District's power, groundwater monitoring, groundwater integration, and irrigation water conservation programs, and distribution system construction and design; and perform computing, drafting, design, mapping, research, and plan check work. The ability to communicate effectively is required.

EXAMPLES OF WORK PERFORMED

The information listed below is meant to serve as samples of the job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties that may be required to perform.

1. Monitors, evaluates and coordinates the Central Valley Project and State Water Project operations and forecasts.
2. Coordinates and assists in the collection of information for the District's groundwater and shallow groundwater monitoring programs, pH and electro-conductivity levels, and submits water samples to laboratories for analysis, and works with Federal and State Agencies as required.
3. Coordinates the District's power programs with other District staff, PG&E, and Western Area Power Administration, Power and Water Resources Pooling Authority, including annual power survey, power surcharges, contract administration, and annual budget calculations.
4. Coordinates and supports the District's Water Management Plan to comply with U.S. Bureau of Reclamation and the Department of Water Resources water conservation planning criteria.
5. Records and maintains a log of samples and tests for laboratories, water wells etc.
6. Monitors groundwater extraction, and instrumentation controls for data collection using appropriate equipment and recording devices.
7. Inspects the construction of facilities and materials for conformity with plans and specifications.
8. Provides assistance in Underground Service Alert notification/administration.
9. Develops and disseminates information, including technical reports and papers which promote efficient management of irrigation water.

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10. Performs technical research, including the gathering and detailed technical analysis of data, and assists in the development of engineering and technical reports to meet governmental requirements.
11. Performs studies and prepares technical reports and specifications on water supply, power supply and other engineering related projects.
12. Administers water quality testing and compliance aspects of the District's groundwater integration programs, including blending calculations and modeling of the San Luis Canal for water quality impacts.
13. Collects data and makes periodic determinations of water allocation for various crops, runoff, deep percolation losses, on-farm distribution system seepage losses, farm deliveries, peak water uses, and irrigation efficiencies. Analyzes seasonal and consumptive use of water for various crops.
14. Collects and analyzes daily weather data and is responsible for maintaining District's weather stations.
15. Maintains historical weather and crop data files used in the preparation of the weekly Irrigation Guide, Water Management Plans, and District water use and drainage studies.
16. Interprets and/or applies District rules and regulations, policies, and guidelines related to delivery installation requests and priority status for delivery of water and provides information to the public and other agencies in response to inquiries.
17. Coordinates work performed by other departments and non-District personnel to ensure the protection of District facilities.
18. Prepares technical information related to cost estimates, design, and construction of the District's pipeline, pump stations, and drainage structures.
19. Researches and interprets pertinent information from drawings, sketches, maps, field books, and catalogues. Performs and reviews engineering calculations.
20. Conducts surveys related to design, construction, and location of facilities and assists with the preparation of designs, plans, estimates, reports, specifications, and prepares maps, graphics and visual displays for public meetings.
21. Provides documents, drawings, pressure calculations, and survey information to other departments, landowners and water users, and other agencies.
22. Maintains records; may prepare correspondence and reports.
23. Prepares and reviews contracts for lease and maintenance of District acquired lands.
24. Performs on-site inspections to insure District land is being maintained so adjacent lands will not be impacted.
25. Performs other duties as assigned.

CLASSIFICATION REQUIREMENTS

Education and Experience: Any combination of equivalent education and experience that has led to the acquisition of the knowledge required by the position. A typical way of acquiring the knowledge would be:

A bachelor's degree in Business Administration, Industrial Technology, Agriculture, Earth Science, or a water related field, **and** two (2) years of agricultural, water regulatory, earth science or related technical experience; or any combination thereof.

NOTE: Recruitment may be limited to candidates with an education or experience background related to the specific position vacancy.

Knowledge of:

- Calculations to mathematical problems involving addition, subtraction, multiplication, and division.
- Read and interpret maps, charts, plans and property descriptions.
- Architectural/engineering drafting and Geographic Information System Techniques.
- Basic hydraulics.
- Basic engineering terminology, principles, and practices as applied to design and construction
- Principles of planning soil-water relationships and soil science.
- Personal computers and various application software including but not limited to AutoCAD, Microsoft Word, and Excel.

Skills in:

- Exercising independent judgment.
- Effectively communicate in written or oral form with management, staff, contractors and other agencies and the public.

WORKING CONDITIONS

- Possess physical characteristics to perform the critical and important duties of the job and, depending on assignment, the ability to occasionally enter confined spaces or climb stationary ladders.
- Work outdoors under adverse climatic weather conditions.

STANDARD REQUIREMENT

- Possession of a valid Class C California Driver's License with a driving record acceptable to the District's automobile insurance provider is required.